



CITY OF ALBANY  
DEPARTMENT OF PUBLIC SAFETY  
DIVISION OF BUILDING & CODES  
PUBLIC SAFETY BUILDING  
165 HENRY JOHNSON BLVD. – 1<sup>ST</sup> FLOOR  
PHONE: (518) 434-5165  
FAX: (518) 434-6015

## VACANT BUILDING REGISTRATION FORM

*(Please complete and return within thirty (30) days – Must be typed or legibly printed)*

(See Reverse for Directions)

Sheet \_\_\_\_\_ of \_\_\_\_\_

Building Address \_\_\_\_\_

Owner of Record: \_\_\_\_\_

Owner's Address: \_\_\_\_\_

(please include zip)

Owner's Phone: ( ) \_\_\_\_\_

Agent's Name: \_\_\_\_\_

Agent's Address: \_\_\_\_\_

(please include zip)

Agent's Phone: ( ) \_\_\_\_\_

Contact Person: \_\_\_\_\_

Business Number: \_\_\_\_\_

Other Number: \_\_\_\_\_

Lienholder (1) Name: \_\_\_\_\_

Lienholder (1) Address: \_\_\_\_\_

(please include zip)

Lienholder (1) Phone: ( ) \_\_\_\_\_

Lienholder (2) Name: \_\_\_\_\_

Lienholder (2) Address: \_\_\_\_\_

(please include zip)

Lienholder (2) Phone: ( ) \_\_\_\_\_

Property Description \_\_\_\_\_

Vacant Building Plan: \_\_\_\_\_

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

### OFFICIAL USE ONLY

Date Rec'd \_\_\_\_\_

Amt. Encl. \_\_\_\_\_

Check No. \_\_\_\_\_

Reg. No. \_\_\_\_\_

## DIRECTIONS FOR COMPLETION OF VACANT BUILDING REGISTRATION FORM:

1. OWNER -- Those shown to be the owner or owners on the records of the City of Albany Department of Assessment and Taxation, those identified as the owner or owners on a vacant building registration form, a mortgagee in possession, a mortgagor in possession, assignee of rents, receiver, executor, trustee, lessee, other person, firm or corporation in control of the premises. Any such person shall have a joint and several obligation for compliance with the provisions of this article.
2. AGENT -- If the owner does not reside in Albany County or any adjoining county, the name and address of any third party with whom the owner has entered into a contract or agreement for property management.
3. CONTACT PERSON PHONE – A responsible party that can be reached at all time during business and non-business hours. Please include both telephone numbers.
4. LIENHOLDERS -- The names and addresses of all known lienholders and all other parties with an ownership interest in the building.
5. PROPERTY DESCRIPTION – Description of the property, including number of units; type of structure and number of stories.
6. VACANT BUILDING PLAN --The owner shall submit a vacant building plan which must meet the approval of the Enforcement Officer. The plan, at a minimum, must contain information from one of the following three choices for the property:
  - (a) If the building is to be demolished, a demolition plan indicating the proposed time frame for demolition.
  - (b) If the building is to remain vacant, a plan for the securing of the building in accordance with standards provided in §§ 133-68.1 and 133-68.2, if applicable, along with the procedure that will be used to maintain the property in accordance with Article XI, and a statement of the reasons why the building will be left vacant.
  - (c) If the building is to be returned to appropriate occupancy or use, a rehabilitation plan for the property. The rehabilitation plan shall not exceed 365 days, unless the Enforcement Officer grants an extension upon receipt of a written statement from the owner detailing the reasons for the extension. Any repairs, improvements or alterations to the property must comply with any applicable zoning, housing, historic preservation or building codes and must be secured in accordance with § 133-68, if applicable, during the rehabilitation.
7. SIGNATURE – Must be signed by the owner or the designated agent of the property.
8. TITLE & COMPANY – Include the title and company of agent.